



West Lafayette Farmers Market (WLFM) **2018 Market Assistant Job Description**

Applicant must be 16 years or older and have a valid driver's license.

The Market is open Wednesdays, May through October in Cumberland Park at 3065 N.
3:30pm -7pm.

Responsibilities and Duties

The duties of the Market assistant include assisting all market activity including but not limited to:

- Prepare market set up including tables, chairs, tents, road cones and signs
- Staff the information booth which requires being familiar with where each vendor is located and generally what they sell.
- Survey vendors regarding credit card and social media use and acceptance of WIC coupons so we can help promote their business
- Distribute materials to vendors
- Assist customers, as needed, with carrying products to their car
- At the end of market operations, remove road cones and signs, assist the removal of trash and litter, and other tasks necessary to close the market
- Uphold the values of a safe and welcoming marketplace to customers and vendors
- Work together with the Market Master and volunteer staff

Preferred Qualifications and Skills

- Physical ability to perform tasks listed above also including easy movement around the Farmer's Market and lifting objects up to 50 pounds.
- Great customer service skills and friendliness
- Strong communication skills including use of email, texting, social media and mobile phone.
- Some bookkeeping skills
- Ability to work quickly and efficiently as part of a team
- Ability to work independently and problem solve
- Enthusiasm for local community

Application Process

We ask that interested applicants fill out the following application and email it to jzuchkov@wl.in.gov or mail it to the address listed. We look forward to reviewing your application!